

DIRECTOR OF ADULT EDUCATION/ESL & EL-CIVICS

GENERAL STATEMENT:

Directs adult education, ESL, El-Civics and other literacy programs and instruction toward the fulfillment of the Adult Education contracts with Texas Education Agency (TEA) and other funding sources providing funds for literacy.

REPORTS TO:

Associate Vice President of Instruction for Workforce Education

OCCUPATIONAL GROUP:

Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years experience teaching adults; experience with up-to-date computer hardware, software, and operations; and experience in staff development.

OTHER:

Willing to work flexible hours; travel as needed; have dependable transportation.

DUTIES AND RESPONSIBILITIES:

- Provide services for the following funding sources:
 - State funded adult education
 - Federally funded adult education
 - State TANF funds
 - Federal TANF funds
 - El-Civics
 - Locally funded adult education
 - Other funding sources
- Administer TEA Adult Education contract with AE staff and TVCC.
- Supervise the collaboration between TVCC-AE positions and other entities within the service delivery area with Adult Education needs.
- Schedule classes and provide instructional support.
- Oversight of adult educational resources.
- Track data and report as needed.
- Must meet staff development requirements of adult education contract and TVCC.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- May be required to lift, push, or pull 25 lbs.

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- May be required to work irregular hours.
- May be required to travel overnight.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 10/05/98

Revised: 12/7/09

JD304